

CENTRAL UNIVERSITY OF KERALA
Priye P O, Kasaragod – 671 316

MINUTES OF THE SIXTH MEETING OF THE SECOND EXECUTIVE COUNCIL
HELD ON 25TH JUNE, 2014 AT HOTEL PRESIDENCY, ERNAKULAM

The Sixth Meeting of the Second Executive Council was held on 25th June, 2014 at Hotel Presidency, Ernakulam.

The following were present:

1	Dr. Jacob Chacko, Acting Vice-Chancellor	Chairperson
2	Dr. Babu Joseph	Member
3	Dr. Darvesh Gopal	Member
4	Dr. Jayakrishnan A	Member
5	Dr. K N Chandrasekharan Pillai	Member
6	Dr. P K Radhakrishnan	Member
7	Dr. E. D. Jemmis	Member
8	Mr. C P Ratnakaran, MHRD Representative	Member
9	Mr. Sasidharan V, Registrar I/c	Secretary

Dr. Syed Iqbal Hasnain had expressed his inability to attend the meeting because of another unavoidable commitment.

The Vice-Chancellor welcomed the members and expressed his gratefulness to them for making it possible to attend the meeting in spite of their busy schedule.

The Vice-Chancellor briefed the members about the developments that had taken place since the last meeting. The administrative office of the University, including that of the VC, shifted from the leased premises at Vidyanagar and commenced functioning at the University's permanent Campus at Periye w.e.f. 4.6.2014. All administrative units were accommodated into whatever space available in the newly constructed uni-floor buildings. The decision to move into the permanent Campus stemmed from the realization that the Campus would sprout to life only if the administration is also present right there to experience the travails and triumphs of Campus life. Besides, the physical presence of the administration would enable the monitoring of construction activities which were lagging far behind schedules. Of 19 items of work entrusted to CPWD, only 8 have been completed (and that too behind schedule), 9 were still going on, and 2 have not yet been commenced. It remains a fact that CPWD has not been able to honour commitments or deliver on time. Faced with this reality, it has become imperative to seek out other options.

The most important development, the most important event the entire CUK community is now looking forward to, is the First Convocation on 18th of July. Hectic preparations are on for the conduct of the event. Preparations by Government and the District administration are in full swing; construction of a helipad for the use of the President is fast nearing completion. The entire University community – Faculty, staff and students – have geared up their loins and are toiling hard to make this event a big success.


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While taking note of the report of the Vice-Chancellor, the Council strongly recommended that another PMC be appointed to ensure a competitor to CFWD in the hope that this will lead to better output from both units.

The agenda items were then taken up for discussion.

EC:02:06:01	Confirmation of the Minutes of the Fifth meeting of the Second Executive Council held on 3 rd May, 2014
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The Minutes of the Fifth Meeting of the Executive Council held on 3rd May, 2014 were confirmed as there were no adverse comments.

EC:02:06:02	Action Taken Report on the Minutes of the Fifth meeting of the Second Executive Council held on 3 rd May, 2014
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While considering the Action Taken Report on the Fifth Meeting of the Second Executive Council held on 3rd May, 2014, the Council made the following remarks on the item No.EC:02:05:10 (Integrated programme in International Relations of the Capital Centre as the first Department under the School of Undergraduate Studies):

One of the members opined that the integrated BA/MA programme conducted at Trivandrum Centre should not be treated as a satellite of the PG programme conducted at Kasaragod. The faculty required as per UGC norms (1:2:4) be filled up on regular basis so that the quality of teaching is not compromised. The Centre be nourished to develop it to a full-fledged Department. Another member suggested that regular faculty be appointed towards the end of the second year of the programme. The Council, however, in principle, decided to strengthen the Department by appointing regular faculty.

With regard to engagement of senior faculty on contract, the Vice-Chancellor informed the Council that in spite of floating advt. through website, the response was very poor. Considering the grave situation, the Council authorized the Vice-Chancellor to seek out competent and qualified senior faculty and appoint them on deputation/contract through invitation.

EC:02:06:03	Annual Report of the year 2013-14
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The Council noted that as per Section 30 of the Central Universities Act, 2009, the Annual Report of the University shall be prepared under the direction of the Executive Council, which shall include, among other matters, the steps taken by the University towards the fulfilment of its objects and shall be submitted to the Court on or before such date as may be prescribed by the Statutes and the Court shall consider the report in its Annual Meeting.

The Court shall submit the Annual Report to the Visitor along with its comments, if any.

A copy of the Annual Report, as prepared under sub-section 30 (1) of the Central Universities Act, 2009, shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.

In order to fulfil the requirement of laying before both Houses of Parliament, the Editorial Committee, constituted by the Vice-Chancellor, has prepared the Fourth Annual Report.

After going through the contents of the Fourth Annual Report 2013-14, the Council recommended the same to the Court. However, it suggested that the cover page need contain pictures of University buildings, its Logo, etc. and should not include any photograph of individuals. The Vice-Chancellor was authorized to make changes necessitated by errors/omission, etc. The Council also suggested that the PDF form of the final version of the Report be sent to all the members for perusal.

EC:02:06:04	<i>To consider grant of study leave for a period of twelve months in favour of Dr. Rajendra Pilankatta, Assistant Professor, Dept. of Biochemistry & Molecular Biology, to avail UGC Raman Post-Doctoral Fellowship</i>
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The Council considered that Dr. Rajendra Pilankatta, Assistant Professor, Dept. of Biochemistry & Molecular Biology, has been awarded the UGC Raman Post-Doctoral Fellowship for a period of twelve months with a Fellowship of \$3000 per month. Dr. Pilankatta has now requested for grant of study leave for availing the Fellowship w.e.f. 26th September, 2014. The Faculty Council and the Head, Department of Biochemistry & Molecular Biology have recommended the same.

The Council noted that Dr. Pilankatta joined the University on 14.12.2011 and completed less than 2 ½ years of continuous service as on date. As per UGC guidelines, Assistant Professor with a minimum of three years continuous service is only eligible for granting of study leave. As such, he is short of about 2 ½ months of service on the day he intends avail the Fellowship, i.e. 26th September, 2014.

The Council also noted that the Medical Centre of George Town University, Washington is offering the Fellowship. After thorough discussion, the Council opined that UGC Raman Post-Doctoral Fellowship is a prestigious one and is considered to be an honour for a faculty to get it. Therefore, it is resolved that twelve months leave be granted to Dr. Pilankatta condoning the shortage in service for availing the Fellowship.

EC:02:06:05	<i>Recommendations of the EC Sub-Committee constituted to assess UGC Regulations as amended in 2013</i>
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The Council noted that a Committee of EC members comprising the UGC representative, Dr P K Radhakrishnan and the Dean, School of Mathematics and Physical Sciences, Prof Jacob Chacko, was constituted by the Executive Council at its second meeting held on 25th August, 2013, vide item, EC:02:02:01, to look into the matters relating to Clauses 6.0.1 and 6.0.2 of the UGC Regulations 2013 on faculty selection procedures, such as scope & calculation of API scores, minimum required scores, criteria for screening of candidates at any level of recruitment, etc.

The Council also noted the recommendations of the EC Sub-Committee as given below:

Background

Following UGC Regulations 2013, for appointment of Professors/Associate Professors (Direct Recruitment/CAS), the

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Executive Council at its second meeting, vide resolution FC:02:02:01 stopped appointment of Professors/ Associate Professors, pending receipt of clarification from the UGC. Thereafter, the University conducted interviews only to the posts of Assistant Professors, notified vide advertisement No. CUK/R/T-1/2012 Dated, the 18th February 2013. This led to serious crisis in many teaching Departments, currently being led by Assistant Professors i/c, shouldering responsibilities, which are very often unmanageable given their lack of administrative experience. This has, in fact, led the EC to ask the Vice-Chancellor to invite experienced hands on deputation/contract at its fifth meeting held on 3rd May, 2014 (vide item FC:02:05:11). Due to poor infrastructural facilities of this least developed district of the State, suitable senior persons identified by the University seldom accept the invitation to come down on deputation. This recommendation is intended to incorporate the provisions of the UGC Amendment 2013 into the selection criteria and thus facilitate the continuance of the hitherto stalled selection process. Selection/ appointment of Professors/Associate Professors should take precedence over that of Assistant Professors so as to enable them provide leadership to the respective Departments by being involved in the process of selections of Assistant Professors.

UGC Amendment 2013

For appointment of Professors/ Associate Professors, UGC Regulations 2010 prescribed parameters for calculation of API Scores which were based on Research Journal Publications, Research Books, Research Projects, Research Guidance, and Training courses, Conference/ seminar/ workshop papers, etc. CUK formulated its application format (appended) on these guidelines.

However, the UGC Regulations Amendment 2013 stipulated percentage-wise caps on all the above aspects - e.g., Research Journal Publications 30 %, Research Books 25 %, Research Projects 20 %, Research Guidance 10 % and Training courses and Conference/ seminar/ workshop papers 15 %.

Since the existing format of CUK application/selection committee criteria did not prescribe any cap on API scores claimed by candidates (except for the last category where a ceiling of 51 marks had been specified), the application

format/selection committee criteria of CUK need to be revised in the light of the UGC Regulations Amendment 2013, i.e., 30 % for Research Journal Publications, 25 % for Research Books, 20 % for Research Projects, and 10 % for Research Guidance and 15% for Training courses and Conference/ seminar/ workshop papers.

The Application Format/Selection/Screening Committee criteria may be revised in the light of UGC Regulations Amendment 2013 with regard to Direct Recruitment /CAS. Applicants may be given time to resubmit scores based on the above. The ban on processing of applications may be withdrawn.

Appointment of Assistant Professors

Large numbers of applications are being received for various posts of Assistant Professors. Subject experts and Visitor's nominees find it severely taxing to have to interview all candidates called even after a process of screening. The norm adopted by other Central Universities/ Central Government institutions to invite a maximum number of 8 candidates per post may therefore be adopted and implemented in CUK.

PhDs produced

As the new appointees in the category of Professor / Associate Professor have to lead the research activities as well, it is recommended that an applicant for Professor position should have produced, at least, three PhDs and those for Associate Professor should have produced, at least, one PhD.

While accepting the recommendations of the EC Sub-Committee for implementation of the UGC Regulation 2013, the Council resolved that the best qualified people only be called for interview. Further, it was resolved that for becoming eligible to be called for interview for the post of Professor, an applicant should have produced at least three Ph.D; and for becoming eligible to be called for interview for the post of Associate Professor, an applicant should have produced at least two Ph.Ds.

The number of candidates to be called for interview for various teaching posts be restricted as follows:

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|-----------------------------|------------------------------|
| 1) For one post | : 12 candidates |
| 2) For two posts | : 20 candidates |
| 3) For three posts | : 25 candidates |
| 4) For more number of posts | : 1:8 ration may be followed |


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However, the Council suggested that the respective Screening Committees be given the discretion to adopt criteria for screening and short-listing of candidates in accordance with the UGC Regulation 2013.

EC:02:06:06 To Consider and grant Earned leave at the rate of 1/3rd of the total working days during vacation to all the teaching faculty due to lagging of the First & Third Semesters in the academic year 2013-14

The Council considered the fact that the First Semester Postgraduate Courses in the Academic Year 2013-14 was started on 2nd September, 2013 and due to this late start of the academic section caused lagging of the courses in both First & Third Semesters. Therefore, the Second Semester extended beyond 9th May, 2014 and thus the vacation became shortened. As per UGC Guidelines on "Leave", a teacher holding headship is entitled for credit of earned leave at the rate of 1/3rd of the total days of work done during vacation. But the leave rule is silent about the entitlement of other teaching faculties who had worked during vacation in connection with the lagging of the academic section, evaluation work of entrance examination, admission, etc.

In view of the above, the Council approved granting of earned leave to the teaching faculties @ 1/3rd of the total days of work done during the vacation owing to the extended Semester.

EC:02:06:07 Items recommended by the Fourth Meeting of the Second Finance Committee scheduled to be held on 25th June, 2014 at 10 AM

(a) To consider and approve the Draft Annual Accounts of the University for the year 2013-14

The Executive Council considered the Annual Accounts of the University, comprising the Balance Sheet, Income and Expenditure Statement, and Receipts and Payments Accounts prepared in the formats prescribed by MHRD, Government of India and the financial statements on New Pension Scheme for the year 2013-14 as recommended by the Second Finance Committee at its Fourth Meeting held on 25th June, 2014, vide item FC:02:04:03 and approved the same.

The Council also authorized the Vice-Chancellor to make corrections, if any, necessitated therein and to report the same to the Council.

(b) Financial position of the University as on 31.5.2014

The Council noted the present financial position of the University with satisfaction as given below:

- (1) Opening Balance as on 1.4.2012 out of XI Plan Allocation : 1631.38 lakh
- (2) Grant received so far out of XII Plan (2012-2017) : 9000.00 lakh
- (3) Interest earned on the grant received : 410.00 lakh
- (4) Academic receipts/fees/other receipts, etc. : 141.18 lakh
- (5) Total funds available with the University : 11182.59 lakh
- (6) Expenditure incurred during XI Plan : 2760.57 lakh

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- (7) Expenditure incurred up to 31.5.14 during XII Plan
Allocation and out of unspent balance of XI Plan : 9157.82 lakh
- (8) Percentage of utilization : 81.89%
- (9) Unspent balance as on 1.6.2014 : 2024.77 lakh

EC:02:AA:06:01	To consider the draft Medical Attendance and Treatment Regulations 2014
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The Council noted that the Headquarters of the University is in a remote district of Kerala, where medical facilities are very meagre. One has to either depend the hospitals in Mangalore or the other parts of Kerala even for common diseases. In order to streamline the Medical claims of the employees, a draft Regulation called "Medical Attendance and Treatment Regulations 2014" has been made wherein provision for empanelling Hospitals and Diagnostic Centres has been kept. For availing medical facilities in Private Hospitals and Diagnostic Centres, reimbursement at CGHS Bangalore rate has been proposed.

The Council may consider the Regulation and approve for implementation with immediate effect.

The Council approved the draft Regulation in principle. However, the Chairman requested the members to peruse the same and offer comments/suggestions, if any, in the next meeting before it becomes operational.

C:02:AA:06:02	Amendment to Regulation relating to Conduct of Convocation
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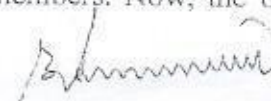
Some of the sequence of events in the existing Regulations for the conduct of Convocation have inaccuracy in terms of the practice in vogue at other Central Universities as conveyed to us by Rashtrapathi Bhavan. E.g., the Chief Guest delivers the Convocation Address only after conferring the degrees to the recipients. However, in the existing Regulation of Central University of Kerala, the Address has been kept immediately after declaring open of the Convocation.

Additional clauses were required to provide for Convocation Address by the President of India and Academic Gowns for the President of India. Consequential changes to serial numbers and sequence of clauses are required. It was also noted that as per the Act, procedures on Convocation are to be prescribed through Ordinance instead of a Regulation. The existing Ordinance 20, however, is inconclusive and lacks procedural details. In view of the above, the entire procedures and protocols with respect to Convocation had to be proposed as a new Ordinance No.42. The existing Ordinance 20 and Regulation may be treated as repealed.

The Council perused the amendment proposed and approved the same as placed at Annexure-I

EC:02:AA:06:03	To consider the proposal for setting up of a Co-operative Society for the Welfare of the Employees of the University
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The Council observed that the Central University of Kerala started functioning on a rented building in the year 2009 with limited number of staff members. Now, the University has


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grown with about 110 permanent employees – both teaching & non-teaching- the need of a Cooperative Society to improve the promotion of the economic interests of the employees in accordance with co-operative principles is inevitable.

A Co-operative Society denotes a form of organisation wherein persons voluntarily associate together as human beings on the basis of equality for the promotion of economic interests of themselves. The philosophy of the formation of Co-operative society is "all for each and each for all".

As per provision 6 (1) (xxiii) of the Central Universities Act, 2009, the University have the power to make arrangements for promoting the health and general welfare of the employees.

The Council approved the proposal. The draft bye-laws will be submitted to the next Executive Council.

EC:02:AA:06:04	Adoption of Contributory Provident Fund (Central University of Kerala) Rules 2009
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The Council noted that the Executive Council at its fifth meeting held on 3rd May, 2014, vide item EC:02:05:13 resolved to approve Contributory Provident Fund for the employees of the University who are not covered under NPS.

Central Universities Act, 2009 vide provision 6(1)(xxi) give powers to University to lay down conditions of service of all categories of employees including their code of conduct. Also the provisions of Act 26(f) states that the Statutes may provide for all or any of the following matters, namely the conditions of service of employees including provisions for Pension, Insurance, **Provident Fund**, the manner of termination and disciplinary action.

To regulate the service conditions of such employees, formation of CPF rules exclusively for the use of Central University of Kerala is necessary.

The Council considered the draft Contributory Provident Fund (Central University of Kerala) Rules, 2009 and suggested that the same may be implemented after receiving comments/ suggestions from the members in the next meeting.

As there was no other item for discussion, the meeting ended with vote of thanks from and to the Chair.


11/7/14
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